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Housing

CLUSTER CHIEFS FOR FAMILY HOUSING



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-60, *Housing*, by designating family housing cluster chiefs to help ensure occupants maintain public areas within and around clusters and to assist in keeping housing occupants advised of events and responsibilities. It applies to all US Air Force Academy family housing occupants.

Summary of Revisions

Adds civilian personnel as exempt from cluster chief duties (paragraph **1.1**); adds requirement to notify occupants of special notices (paragraph **2.8**); adds responsibility of cluster chiefs to notify housing assistants of family separation or unauthorized guests (paragraph **2.9**).

1. Appointing Cluster Chiefs:

- 1.1. The Chief, Housing Flight (510 CES/CEH) designates the senior ranking military member occupying US Air Force Academy Capehart housing as the cluster chief of the housing cluster where the individual lives. The only exceptions to the senior ranking military member being a cluster chief are chaplains, first sergeants, foreign service officers, recruiters, students, OSI agents, and civilians.
- 1.2. 510 CES/CEH designate, by memorandum, the senior ranking eligible individual.
- 1.3. The cluster chief serves as such until another individual is appointed by memorandum.
- 1.4. The housing inspector will place a 'cluster chief' plaque on the quarters.

2. What Cluster Chiefs Do:

- 2.1. Check the maintenance and routine policing of all areas in and around the cluster. Areas include the island in the center of the cluster, the cluster road and circle, and the open areas next to the cluster.
- 2.2. Check vacant quarters in the cluster to ensure vandalism has not taken place. Report all unusual situations to the Housing Officer or to the Security Forces.

- 2.3. Ensure all occupants of the cluster help remove snow from the cluster and driveway entrance, water and cut grass in the center island, maintain trees and shrubbery, and police the area.
- 2.4. Ensure all occupants comply with the utilities' conservation measures and watering practices.
- 2.5. Maintain strict control of the water key, hoses, and sprinklers assigned for care of the center island.
- 2.6. Represent the cluster occupants on self-improvement projects, or when requesting specific services from Civil Engineer to improve living conditions or beautify the housing area.
- 2.7. Try to resolve occupants' intra-cluster conflicts and act as the cluster representative in inter-cluster conflicts to promote good relationships between occupants. When disputes or misunderstandings cannot be resolved, request help from 510 CES/CEH.
- 2.8. Contact cluster occupants whenever special issues arise; i.e., water restrictions, power outages, base clean-up efforts, etc.
- 2.9. Contact the chief of housing or the housing inspectors when problems or situations exist which affect entitlements to housing, such as member or spouse not living in quarters, social visits that extend beyond 30 days, problems with other occupants, etc.

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